

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK  
**QUALITY CONTROL CHECK**  
**ATTORNEY CASE OPENINGS (ACO)**

Were corrections made to this ACO case?

☐

Yes

(see below)

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No

<b>Case Initiating Documents</b>		
1.	Attorney did not complete the case initiating documents. Contacted the attorney to advise to file the missing documents.	<input type="checkbox"/>
	Complaint	<input type="checkbox"/>
	Civil Cover Sheet	<input type="checkbox"/>
	Summons(es)	<input type="checkbox"/>
2.	Attorney did not separate the case initiating documents. Separated the document into individual attachments. Replaced main document and attachments	<input type="checkbox"/>
<b>Summons Errors</b>		
3.	Incorrect form	<input type="checkbox"/>
4.	Defendant's name and address not completed	<input type="checkbox"/>
5.	Plaintiff's attorney name and address not completed	<input type="checkbox"/>
6.	Caption on the Summons does not match the caption on the Complaint	<input type="checkbox"/>
7.	Incorrect Date	<input type="checkbox"/>
8.	Incorrect Case Number	<input type="checkbox"/>
9.	Contacted attorney and requested corrected summons	<input type="checkbox"/>
<b>Civil Cover Sheet Errors</b>		
10.	Plaintiff's county of residence not indicated	<input type="checkbox"/>
11.	Certification of Arbitration Eligibility not completed	<input type="checkbox"/>
12.	Disclosure Statement Fed. R. Civ. P. 7.1 not completed	<input type="checkbox"/>
	Added/corrected Disclosure Statement in docket entry	<input type="checkbox"/>
13.	Omitted Related Case Statement	<input type="checkbox"/>
	Added related cases in docket entry	<input type="checkbox"/>
14.	Incomplete or inconsistent responses to Div. Bus. R. 1(d)(3) questions	<input type="checkbox"/>
15.	Incomplete Bar Admission responses	<input type="checkbox"/>

<b>CM/ECF Errors/Corrections</b>		
<b>Div. Bus. R. 1(d)(3)</b>		
16.	Attorney used incorrect courthouse designation, pursuant to Div. Bus. R. 1(d)(3). Copied case, changed Court Designation, and informed other courthouse staff.	<input type="checkbox"/>
<b>CM/ECF Events</b>		
17.	Attorney used incorrect event when docketing the case initiating document. Deleted document and re-docketed using the correct event.	<input type="checkbox"/>
<b>Parties</b>		
18.	Corrected short title	<input type="checkbox"/>
19.	Corrected party role	<input type="checkbox"/>
20.	Corrected party spelling	<input type="checkbox"/>
21.	Added missing party	<input type="checkbox"/>
22.	Converted from All Caps to Initial Caps	<input type="checkbox"/>
23.	Added party text	<input type="checkbox"/>
24.	Removed party text	<input type="checkbox"/>
25.	Added alias	<input type="checkbox"/>
<b>Citizenship</b>		
26.	Corrected citizenship of principal parties	<input type="checkbox"/>
<b>Jurisdiction</b>		
27.	Corrected basis of jurisdiction	<input type="checkbox"/>
28.	Corrected nature of suit	<input type="checkbox"/>
29.	Corrected cause of action	<input type="checkbox"/>
30.	Corrected county code	<input type="checkbox"/>
31.	Corrected origin	<input type="checkbox"/>
<b>Demands</b>		
32.	Corrected dollar demand	<input type="checkbox"/>
33.	Corrected jury demand	<input type="checkbox"/>
34.	Corrected class action	<input type="checkbox"/>
<b>Fee</b>		
35.	Corrected fee status	<input type="checkbox"/>
<b>Other</b>		
		<input type="checkbox"/>